



CALIFORNIA EMERGENCY MANAGEMENT AGENCY

2009-16

GRANT MANAGEMENT MEMORANDUM

Date: October 30, 2009

To: Urban Areas Security Initiative (UASI) Nonprofit Security Grant Program (NSGP)

From: Homeland Security Grants Division

RE: Fiscal Year (FY) 2009 NSGP Environmental Planning and Historic Preservation (EHP) Requirements

The Federal Emergency Management Agency (FEMA) Programs Directorate (GPD) environmental team is now requiring that all of the awarded FY 2009 NSGP sub-grantees provide the required EHP documentation.

The following defines the required EHP documentation that should be included in each submission:

- **Date of Building:** The actual year that the building was constructed.
- **Extent of Ground Disturbance:** The total extent of ground disturbance (depth, width, and length) and vegetation clearing (area or square feet) that may occur. For example: Installation of fencing - depth of posts and circumference.
- **Color Pictures:** Clear and good quality color photos of the actual project site, as well as specific points where equipment or materials will be installed, if applicable.
- **Aerial Map:** Aerial map of the project location (see Attachment 2 for guidance).
- **Project Description:** Detailed project description that describes **what** is to be done with the grant funds, **how** it will be done, and **where** it will be done. Grantees shall be required to provide detailed information about the project (where applicable), including, but not limited to, the following:
 - Project location (exact street address or map coordinates)
 - Total extent of ground disturbance and vegetation clearing
 - Extent of modification of existing structures
 - Construction equipment to be used, staging areas, access roads, etc.
 - Year that any affected buildings or structures were built
 - If ground disturbance or other potential resource impacting activities will occur, provide information on the natural and biological resources present in the project area and immediate vicinity including: wetlands, floodplains, vegetation, geologic resources (soils), and threatened or endangered species. Provide information on cultural resources (including National Register of Historic Places listed or eligible properties) present within the project area and vicinity, if any structures or buildings

- within the project area or vicinity are 50 years old or older. Include photographs of where ground disturbance will occur and of the cultural/natural resource.
- Visual documentation such as clear, color site and facility photographs, project plans, maps, etc.
- All available environmental reports or surveys (i.e. Environmental Assessment, Wetlands Delineation, Geotechnical Survey, etc.) and any documented communication with a resource or regulatory agency (i.e. U.S. Fish and Wildlife Service, State Historic Preservation Office, etc.), that have been previously conducted for the project/project site.

Attached you will find two (2) documents. Attachment I is the EHP Screening Memo. The EHP Screening Memo is recommended to be followed to assist the sub-grantee in compiling the information that is required for an EHP review. Attachment II is the instructions on how to provide an aerial map with the project area outlined.

Please submit your project description and all pertinent EHP documentation to the Centralized Scheduling Information Desk (CSID) at askcsid@dhs.gov. CSID will send you a notification message informing you that your submission was received. The GPD EHP team will provide you with a status update of your EHP review within 30-45 days after receipt. This status update will either notify you that your project has been approved or that your project will require further EHP review.

When you send your required EHP documentation to askcsid@dhs.gov also remember to send a copy to the California Emergency Management Agency (CalEMA) by sending a copy of your EHP documentation to one of your Program Representatives, either Peter Town at Peter.Town@calema.ca.gov or Rakesh Sharma at Rakesh.Sharma@calema.ca.gov. Moreover, when askcsid@dhs.gov approves your EHP required documentation please notify one of your Program Representatives as well. No cash requests (reimbursements) can be processed for any sub-grantee until askcsid@dhs.gov approves the sub-grantee's EHP required documentation and CalEMA receives notification of approval.

If you have any specific questions, need technical assistance, or need further EHP information please contact your designated GPD Program Analyst/EHP specialist at GPDEHPinfo@dhs.gov.

For further information from CalEMA, please contact Peter Town at 916-322-1503 or Rakesh Sharma at 916-322-2737.

Sincerely,



Renee A. Mota-Jackson
California Emergency Management Agency
Homeland Security Grants
Infrastructure and Protection Grants Units
Staff Services Manager

Attachments